Creating Reports

1. From the Main Menu, click Retrieval, Standard Reports Selection Criteria.
2. Provide Report Code on Criteria Set tab.
3. Provide selection criteria on t Selections tab.
4. If necessary, complete Sort Order, Report Options and Raw Data Options tabs.
5. On the Generate Report tab, determine if report is to run using Online or Batch mode.
6. Click Generate Report on Generate Report tab.
7. In Previewer, press PageDown key

Browse Data

1. Select Maintenance from Main Menu.
2. Select the type of data you want to browse (Site, Monitor, Sample Values (Raw Data)…
3. Click Enter Query button.
4. Enter criteria for limiting the data (For example, state, county, site...).
Click the Execute Query button.

Deleting Raw Data Records

1. Use the Maintenance option to display the record. (Main Menu, Maintenance, Sample Values, Raw Data).
2. Click Enter Query button.
3. Enter monitor identifying information.
4. Click Execute Query button.
5. Insert an empty row below the record by highlighting the record to be deleted and clicking Insert Record button.
6. Duplicate the record by clicking the Duplicate Record button.
7. Add an action indicator of "D".
8. Click the Save button.
9. Click Main Menu, Batch, click Stats CR.
10. Click Scan Report from Batch Reports tab.
11. Click Stat Evaluation from Batch Report tab.
12. Click Post from Batch Load tab.
13. Click Raw Data tab, click Post Data to Production.
14. Click Return to Batch Processing from Raw Data tab.
15. After verifying the session status is 'Completed', click the Raw Data Inventory button from the Batch Report tab.

Using this pamphlet

Although this pamphlet is not a replacement for training, it can be used as a refresher on how to perform different functions in AQS. The following may help in determining which topic to use.

To search for data in AQS use 'Creating Reports' or 'Browse Data'

To insert a small number of records use "Inserting Raw Values Using Maintenance' or 'Insert a New Site/Monitor using Maintenance'

To insert a large number of records use 'Inputting Data Using Batch'

To change data in AQS use 'Changing Raw Data Values' or 'Changing Site/Monitor Data'

To correct errors in the staging tables use 'Using Correct to Change Records in the Staging Tables'

To Delete Raw Data from AQS use 'Deleting Raw Data Records'.

Tips

- For all queries except reports, click Enter Query, provide selection criteria, click Execute Query.
- Date format is: YYYYMMDD
- Under Maintain, if you are logged on in a screening group, you can only access records assigned to your screening group.
- When using reports, be as specific as possible in providing criteria.
- For account password problems, call 1-800-334-2405 or 919-541-7862.
- Passwords must be changed every 90 days.
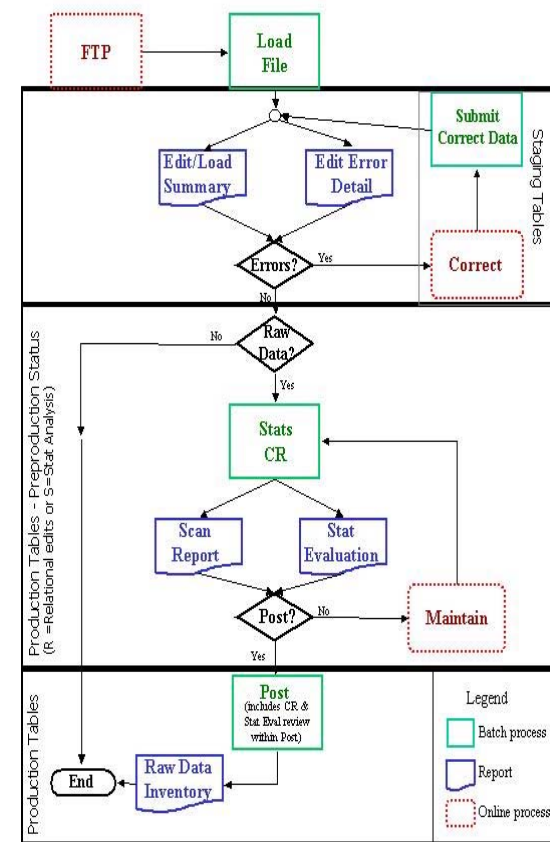- "%" is the wildcard for Oracle queries.

Training

There are several ways to obtain additional training in using AQS. Some of these include:
- **AQS CD Based Training**
- **Classroom training**
- **Online Help -** Available by clicking Help on the AQS menu bar.

For more information on any of these training options, contact Mike Letke at letke.michael@epa.gov or 919-541-0773.

Air Quality System

Quick Reference Guide

Inputting Data Using Batch

1. Select Screening Group Access and Screening Group.
2. Select Batch from Main Menu.
3. Provide Source File, click 'FTP'.
4. FTP file to EPA using volcano password.
5. Click Load File on Batch Load tab.
6. Use Refresh button to check Session Status until Session Status is not 'Active'.
7. Verify record counts on the Batch Reports tab, Edit/Load Summary report.
8. Data other than Raw Data (Site, Monitor etc) is sent to AQS.

For Raw Data do the following additional steps.

1. If there are errors see 'Using Correct to Change Records in the Staging Tables.'
2. Verify record counts on the Batch Reports tab, Edit/Load Summary report.
3. Click Stat CR from Batch Load tab.
4. Run Scan and Stat Evaluation reports from Batch Report tab.
5. Click Post button on the Batch Load tab.
6. If 'CR Exists', 'Stats Exist' or 'Monitor Locked' is **not** 'N' on Raw Overview tab; review record.
7. Click Raw Data tab and 'Post Data to Production' buttons.
8. Click the Return to Batch Processing on Raw Data tab.
9. Use Refresh button to verify Session Status is 'Completed'.
10. Click the Raw Data Inventory on Batch Reports tab.

Using Correct to Change Records in the Staging Tables

1. From Main Menu, click Correct, Raw.
2. Query for errors using Enter Query, Execute Query.
3. Correct errors.
4. Click Save icon.
5. Click 'Submit Correct Data' on Batch Load tab.

Inputting Raw Values Using Maintenance

1. From Main Menu, click Maintenance, Sample Values, Raw Data.
2. Click Enter Query; enter monitor identifying info, click Execute Query.
3. On Raw Data tab, click on one of the records in the 'Raw Data' area of the screen.
4. Click Insert Record icon in top menu and enter new info. (put an 'I' in the Action Ind)
5. Click Save.
6. Click Main Menu, Batch, click Stats CR.
7. Click Scan Report from Batch Reports tab.
8. Click Stat Evaluation from Batch Report tab.
9. Click Post from Batch Load tab.
10. Click Raw Data tab, click Post Data to Production.
11. Click Return to Batch Processing from Raw Data tab.
12. After verifying the session status is 'Completed', click the Raw Data Inventory report from the Batch Report tab.

Insert a New Site/Monitor Using Maintenance

1. From Screening Group and Main Menu, click Maintenance, Site.
2. On Basic Site Data tab, provide State, County Code, Site Id.
3. Complete information on Required and Optional tabs of Maintain Site Data screen (Basic Site Data, Agency Roles…).
4. Click Save.
5. Click Create Monitor button on Maintain Site Data Screen.
6. Provide information on Monitor Basic tab as well as other tabs. (Several required fields).
7. Click Save button.
8. Verify that Site & Monitor have been entered by clicking from Main Menu, Maintenance, Site and Monitor.
9. Click Enter Query icon, enter state, County, Site Id, click Execute Query.
10. Site/monitor should be displayed.

Changing Raw Data Values

1. From Main Menu, click Maintenance, Sample Values, Raw Data
2. Click Enter Query; enter monitor identifying info, click Execute Query.
3. Click on field in Raw Data area to change.
4. Click Insert Record icon in top menu.
5. Click Duplicate Record icon.
6. Change incorrect value.
7. Enter Action Ind of 'U'.
8. Enter Reported Scale value.
9. Click Save icon.
10. Click Main Menu, Batch, click Stats CR.
11. Click Scan Report from Batch Reports tab.
12. Click Stat Evaluation from Batch Report tab.
13. Click Post from Batch Load tab.
14. Click Raw Data tab, click Post Data to Production.
15. Click Return to Batch Processing from Raw Data tab.
16. Use Refresh button to verify Session Status is 'Completed'.
17. Click Raw Data Inventory report from Batch Reports tab.

Changing Site/Monitor Data

1. From Main Menu, Maintenance, Monitor.
2. Click Enter Query,
3. Enter Site/Monitor identifying info.
4. Click Execute Query.
5. Make changes.
6. Click Save icon.
* Changing site data is the same except you would specify Site from the Maintenance option..

Changing Passwords

To synchronize/change passwords:

1. From Main Menu, click Admin, Security.
2. Enter new Oracle password, click 'Ok'.
3. Select 'Canyon' from Server Name, enter current password and click 'Synchronize'.
4. Select 'Volcano' from Server Name, enter current password and click 'Synchronize'.